



# THE AMERICAN SCIENTIFIC GLASSBLOWERS SOCIETY

P.O. Box 778 • Madison, NC 27025 • (336) 427-2406 • Fax (336) 427-2496

## Executive Secretary Report

June 2, 2009

President and Members of the Board of Directors,

### **National Office**

The National Office has been fulfilling the society's needs and they are not experiencing any difficulties in fulfilling those needs.

I am continually monitoring all incoming and outgoing email to the National Office. This gives me a sense of the services we are provided by the office. I am impressed with the professional manner with which the office represents our society. The office handles all requests courteously and promptly.

### **Website Updates**

Many items have been added or updated to the Documents section of the Board of Directors area of the ASGS website. At the last Board of Directors meeting, the directors requested to have the Section Directors Report form available in an editable format. The Section Directors Report form is now available in Word format and I hope no one is experiencing any difficulties. Additional items that were added or updated were the Section Insurance Request Form (in Word and PDF format), Certificate of Election for section officers, a new Travel Expense form to be used for all ASGS travel expenses, and updated bylaws as of May 30, 2008. I encourage everyone to utilize these valuable tools. If there are other documents you would like to see on the website, please let me know.

### **Obligations**

I am encouraged by the increase in the number of section officers that are submitting the Section Insurance Request form. Simply filling out this form and sending it to the National Office provides liability insurance for your section meeting. Section Directors are responsible to insure that the forms are filled out and faxed to the National Office prior to your meeting. Please utilize the form to receive this important benefit for your section and protect our society.

Respectfully submitted,  
Edwin A. Powell  
Executive Secretary